

Chrono

7 November 1988

MEMORANDUM FOR: Group, Division, and Staff Chiefs

FROM:


Acting Director, FBIS

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SUBJECT: Retirement Notification

1. We have been reminded once again that office recommendations for retirement awards should be forwarded for DS&T Career Service Board action as soon as possible. That requires of each office an equally rapid process of notification so its own Career Service Panel can expeditiously adopt an award recommendation.

2. The act of retirement requires certain paperwork to be processed here in FBIS and in various offices of the DA. It is a fact, however, that often one's intention to retire is formally presented to our Administrative Staff later, sometimes weeks and even months later, than it is informally announced to someone in the employee's chain of command.

3. To assist in coordinating the processing of retirement actions in FBIS, the following procedures should be followed once retirement intentions are indicated:

- If the retiring employee notifies Administrative Staff, Personnel Branch begins official retirement processing and promptly notifies the employee's Group Chief of the employee's announcement;

- If the employee notifies a manager in his or her chain of command, the appropriate Group Chief immediately informs Personnel Branch of the employee's intentions;

- Regardless of whom is notified first, as soon as the employee's management is informed of a planned retirement, that group is responsible for making a retirement award recommendation for CSP action.

4. Group and staff chiefs are also responsible for presenting draft retirement letters for D/FBIS signature and presentation prior to the retiring officer's last day of work. It is D/FBIS policy to present retirement letters to all retiring FBIS employees, and common courtesy suggests that presentation take place while the employee is still with FBIS.


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